

7-6-2011

Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans
CAD Minutes
Wednesday, July 6, 2011
1:00 – 3:00 p.m.**

Members Present: John Bonaguro, Jeff Katz, Sam Evans, Dennis George, David Lee, Connie Foster, and Gordon Emslie.

Guests Present: Sylvia Gaiko, Clay Motley for Craig Cobane, Jim Berger, Doug McElroy, Beth Laves, Mike Dale, Andrew Ernest for Blaine Ferrell, Rick Sutton, Robbin Taylor, Stacey Biggs, Gordon Baylis and Teresa Jackson.

I. Approval of May 11, 2011 Minutes

Dr. Clay Motley made a motion, seconded by Dr. David Lee, to approve the minutes from the June 22, 2011 CAD Meeting. The minutes were approved without objection.

II. Discussion Items:

A. Distance Learning Authorizations

Dr. Laves reported on progress in obtaining the Authorizations required by the Department of Education to deliver online courses in other states, and recommended that we move forward with the application process in all states. Total cost is estimated at around \$350,000 initially, with a much smaller recurring amount each year. She noted that strict enforcement of the regulation has been delayed until July 1, 2014.

There was discussion regarding to what extent offering courses in another state constituted a “physical presence” in that state. Dr. Laves asked the deans to discuss these issues with their department heads and to forward any concerns or questions to her.

B. Campus Hotel

There was brief discussion regarding a proposed campus hotel. Dr. Emslie reminded the deans that the consultant will be here to meet with various groups on July 13 and 14 to discuss possible uses and events that could be held at the hotel. Judy Wimpee will contact Deans to schedule a time for them to meet with the consultant.

C. WKU Logo Usage

Robbin Taylor and Stacey Biggs joined CAD to discuss the Communication and Branding Manual and the Draft Communication and Branding Policy. Ms. Taylor

asked the deans to provide feedback regarding these documents by July 20. The manual and policy will go back before Administrative Council on August 1.

D. Minority Faculty Hiring Plan

Dr. Emslie presented a draft memorandum to President Gary Ransdell, from himself and Chief Diversity Officer Richard Miller, regarding the integration of a minority faculty hiring plan into the expenditure of Academic Affairs funds related to enrollment growth. After a brief discussion, Dr. John Bonaguro made a motion, seconded by Dr. David Lee to accept the proposed plan and forward the memorandum to President Ransdell for his approval. The motion was accepted without comment.

E. Draft Policies

- Access to Educational Resources - 1.3030

Dr. Emslie asked the deans to give feedback on this policy by the end of July, and in particular to consider the pros and cons of a "hard drop" option around mid-semester, after which reinstatement would not be possible. The amended policy will go back to University Senate.

- Administrative Stipends - 1.5131

Following discussion, Dr. Emslie asked Drs. George and Katz to draft a rewrite of this policy for future consideration by CAD.

- Course Equivalencies -- 1.4090

After discussion, the Deans endorsed this policy, which will now go to University Senate.

- Faculty Awards/University Awards - 1.1181

There was discussion regarding part-time faculty awards and the number of awards allowed for each college. Dr. Emslie will make revisions as discussed and forward the policy to University Senate.

- Faculty Pool Computer Update Procedures - 5.xxy

This policy was revised from a guideline on the Academic Affairs Home Page. It has been forwarded to Vice President Owen for his review and distribution as an IT division policy. Dr. Emslie asked the deans to forward any comments regarding this policy to Dr. Owen.

- **Overload Policy - 2.1100**

Vice President Baylis joined CAD for discussion of this policy, which restricts augmentation of salary from external grants and contracts (in accordance with the provisions of OMB A-21) and which will be presented to Administrative Council on July 11th. There was discussion regarding maintenance of records of total compensation from all sources, and Ladonna Hunton indicated that henceforth she will review all Form 16's against this master record before they are sent to Dr. Miller for signature.

- **Selection, Appointment, Evaluation and Reassignment of Department Heads - 1.5040**

Dr. Emslie indicated that this policy was produced by combining elements of Policy 1.5030 (Selection, Appointment, Evaluation and Reassignment of Deans) and information from the Department Head Handbook on the Academic Affairs Home Page. He asked the deans to discuss this policy with Department Heads and in particular to consider the distinction between a Department Head and a Department Chair.

- **Program Articulation - 1.4120**

- **UDP - 1.1332**

- **International Travel - 1.2090**

These policies were tabled until a future meeting.

Respectfully submitted,

Teresa Jackson

Approved

A. Gordon Emslie, Provost

Date